



DTS TRAVELER CANCELLATION PROCEDURES

For Sites Without CTO Connectivity

See next page for a more detailed, step-by-step reference guide on Cancellation Procedures for the Traveler.

NDEA = Non Defense Travel System Entry Agent

October 6, 2003

1. Was Authorization Approved?	Traveler/clerk/ NDEA Action	2. Were Reservations Made?	Traveler/clerk/ NDEA Action	3. Were Expenses Incurred? (Including SPP and Advances)?	Traveler/clerk/ NDEA Action	Sign Document	AO Action
YES	Create Amendment: Click amend . Type in the reason for amendment "Trip was cancelled – but expenses/ no expenses incurred" (state one or the other) in the comments box. Type in Password/Pin and click OK .	YES	Contact the CTO (Commercial Travel Office) to cancel reservations since the reservations were not made through DTS. Follow-up with the TO for CBA-billed tickets.	YES	1. Under Expenses Summary , select remove for each expense that was not incurred. (If Traveler received an Advance, include an "Overpayment" expense equal to the amount of the advance.) 2. In the Itinerary screen, edit the "Location 1" box to make the departing date to equal arriving date. 3. In the "Overall Ending Point" box change end date to equal the start date. 4. Change Trip Duration to 12 Hours or Less . 5. Under Travel , click Remove for the "Other Trans" entry. 6. In the Per Diem Entitlements ensure the lodging and/or M&IE allowed is equal to zero.	1. In Preview Trip Screen, type " Trip was cancelled – but expenses were incurred " in the Comments to the AO 2. Stamp document SIGNED	Stamp authorization APPROVED <i>(After 24 hours Traveler can create a voucher for reimbursement of expenses.)</i> Stamp voucher APPROVED
		NO	No Action – Go to Next Step	NO	No Action – Go to Next Step	1. In Preview Trip Screen, type " Trip was cancelled – no expenses were incurred " in the Comments to the AO 2. Stamp document SIGNED	Stamp authorization CANCELLED <i>(Funds will be deobligated.)</i>
NO	Create Adjustment: Click view/edit next to the document to create an adjustment. Deselect the check box next to Open Document VIEW-ONLY . Type in Password/Pin and click OK .	YES	Contact the CTO (Commercial Travel Office) to cancel reservations since the reservations were not made through DTS. Follow-up with the TO for CBA-billed tickets.	YES	1. Under Expenses Summary , select remove for each expense that was not incurred. (If Traveler received an Advance, include an "Overpayment" expense equal to the amount of the advance.) 2. In the Itinerary screen, edit the "Location 1" box to make the departing date to equal arriving date. 3. In the "Overall Ending Point" box change end date to equal the start date. 4. Change Trip Duration to 12 Hrs or Less . 5. Under Travel , click Remove for the "Other Trans" entry. 6. In the Per Diem Entitlements ensure the lodging and/or M&IE allowed is equal to zero.	1. In Preview Trip Screen, type " Trip was cancelled – but expenses were incurred " in the Comments to the AO 2. Stamp document SIGNED	Stamp authorization APPROVED <i>(After 24 hours Traveler can create a voucher for reimbursement of expenses.)</i> Stamp voucher APPROVED
		NO	No Action – Go to Next Step	NO	No Action – Go to Next Step	1. In Preview Trip Screen, type " Trip was cancelled – no expenses were incurred " in the AO box. 2. Stamp document SIGNED	Stamp authorization CANCELLED <i>(Funds will be deobligated.)</i>

Cancel an Authorization with NO EXPENSES Incurred

Traveler should confirm with the Government Charge Card Vendor (and/or their personal charge card vendor) that no expenses have been charged against the trip. If a ticket has been issued (typically three business days prior to scheduled departure), the traveler should inquire with their AO or TO if a CTO fee has been charged.

1. Traveler will log on to DTS, which will take the user/traveler to their DTS Private Page. Select **Official Travel** and click **Authorizations/Orders**.
2. If the Authorization has not been stamped **APPROVED**, click **view/edit** next to the document to create an adjustment. Deselect the check box next to **Open Document VIEW-ONLY**. Type in Password/Pin and click **OK**. If the document has been stamped **APPROVED**, click **amend** located to the right of the document to create an amendment. Type in the reason for amendment "**Trip was cancelled – no expenses incurred**" in the comments box. Click **OK**. Type in Password/Pin. Click **OK**.
3. If no reservations were made, skip to step 4. **If reservations were made, contact the CTO** (Commercial Travel Office) **to cancel reservations** since the reservations were not made through DTS. Follow-up with the TO for CBA-billed tickets.
4. Click on the Review/Sign. In the Preview Trip Screen, type in "**Trip was cancelled – no expenses incurred**" in the Comments to the Approving Official field. Scroll down and click on **Save and Proceed to Pre Audit**.
5. In the Pre-Audit Trip screen, ensure that all flags are justified and click **Save and Proceed to Digital Signature**.
6. In the Digital Signature screen, click on the down arrow next to ***Submit this Document as:** and select the **SIGNED** stamp. Click **Submit Completed Document**. At the Digital Signature Login box, type Password/Pin and click **OK**.

After the Traveler stamps the Authorization SIGNED it will route to the AO for cancellation of the document – when the AO stamps the document "CANCELLED", funds are deobligated. An email notification is sent to the Traveler when the document is stamped CANCELLED.

Cancel an Authorization with EXPENSES Incurred

If expenses have been incurred the document cannot be cancelled, an Authorization and Voucher must be submitted for payment. The itinerary must be changed to reflect a one-day trip of less than 12 hours in order for DTS to zero out Per Diem allowances.

1. Traveler will log on to DTS, which will take the user/traveler to their DTS Private Page. Select **Official Travel** tab and click **Authorizations/Orders**.
2. If the Authorization has not been stamped **APPROVED**, click **view/edit** next to the document to create an adjustment. Deselect the check box next to **Open Document VIEW-ONLY**. Type in Password/Pin and click **OK**. If the document has been stamped **APPROVED**, click **amend** located to the right of the document to create an amendment. Type in the reason for amendment "**Trip was cancelled but expenses were incurred**" in the comments box. Click **OK**. Type in Password/Pin and click **OK**.
3. If no reservations were made, skip to step 4. **If reservations were made, contact the CTO** (Commercial Travel Office) **to cancel reservations**. Follow-up with the TO for CBA-billed tickets. Click on **Travel** on the top navigation bar. On the right side under **Trip Summary**, click **Remove** for the "Other Trans" entry created based on flight information received from the CTO outside of DTS.
4. Click on the **Expense** tab. Under the **Expense Summary** location on the right hand side of the screen, select **remove** from each expense that was not incurred. Be sure to correct both non-mileage and mileage expenses. **Note:** *Only leave expense(s) and cost(s) of items that need to be reimbursed.* Example: Registration Fees, Cancellation Fees, etc.
5. If an advance has been paid to the Traveler, do not make any adjustments on the **Advance** screen. **Note:** Traveler should consult their DTA for instructions on use of Debt-related expense codes if a non-ATM advance was paid. The traveler must include an "Overpayment" expense equal to the amount of the paid non-ATM advance. This will allow for processing of the settlement voucher. Manual procedures (outside of DTS) must be followed to record the debt and collect the overpayment.
6. Click on the **Itinerary** tab. Click **edit** in the "Location 1" box and change the departing date to equal the arriving date. Click **Save Changes**. Click "**OK**" to update Per Diem Locations. Next click **edit** in the "Overall Ending Point" box and change the end date to equal the start date. The Trip Duration must also be changed to **12 Hours or Less**. This is to ensure no Per Diem allowances are paid to the traveler. Click "**OK**" to update Per Diem Locations. Click **Proceed to Per Diem Locations**.
7. Click **Additional Options** tab and the **Per Diem Entitlements** sub-tab and ensure the lodging and/or M&IE allowed is equal to zero.
8. Click **Review/Sign** tab on the top of the page. In the **Preview Screen**, type "**Trip was cancelled but expenses were incurred.**" in the **Comments to the Approving Official** box. Click **Save and Proceed to Pre Audit**. Scroll down and check the **Accounting Summary** section to insure that **Calculated Trip Cost** is equal to the cost of expenses incurred. Scroll down to the bottom and click **Save and Proceed to Pre Audit**.
9. In the **Pre-Audit Trip** screen, ensure that all flags are justified and click **Save and Proceed to Digital Signature**.
10. In the **Digital Signature** screen, click on the down arrow next to ***Submit this Document as:** and select the **Signed** stamp. Click **Submit Completed Document**. At the **Digital Signature Login** box, type Password/Pin and click **OK**.

When the Traveler stamps the Authorization SIGNED it will route to the AO for approval. After the Authorization is stamped APPROVED by the AO, a 24-hour wait period is required before processing a Voucher. Once DTS applies the AUTH 24 HOUR PASS, the traveler creates a Voucher to be reimbursed.

Create a VOUCHER with/without RESERVATIONS

After the Authorization is stamped APPROVED, a 24-hour wait period is required before processing a Voucher. Once the Authorization is stamped AUTH 24 HOUR PASS, a new Voucher must be created for the incurred expense(s) to be paid.

1. Traveler will log on to DTS, which will take the user/traveler to their DTS Private Page. Select the **Official Travel** Tab and click **Voucher**.
2. Click **Create New Voucher from Authorization**. Only Authorizations that are ready for a Voucher to be created will appear in the list. (There is a mandatory 24-hour wait period before a Voucher can be created. This is indicated with the AUTH 24 HOUR PASS status stamp).
3. Click **create** next to the Authorization.
3. Click **Review/Sign** in the top navigation bar. Scroll down and check the **Accounting Summary** section to insure that **Calculated Trip Cost** is equal to the cost of expenses incurred. Scroll down to the bottom and click **Save and Proceed to Pre Audit**.
4. In the **Pre-Audit Trip** screen, ensure that all flags are justified and click **Save and Proceed to Digital Signature**.
4. In the **Digital Signature** screen, click on the down arrow next to ***Submit this Document as:** and select the **SIGNED** stamp. (NDEAs select the **T-ENTERED** stamp). Click **Submit Completed Document**. At the **Digital Signature Login** box, type Password/Pin and click **OK**.

The Voucher will route to the AO for approval.